



# VILLAGE OF KEY BISCAINE

## Department of Building, Zoning and Planning



### *Village Council*

Mayra P. Lindsay, *Mayor*  
Franklin H. Caplan, *Vice Mayor*  
Luis F de La Cruz  
Theodore Holloway  
Michael E. Kelly  
Edward London  
James Taintor

### *Director*

Jud Kurlancheek, AICP

### *Chief Building Official*

Eugenio M. Santiago, P.E., CFM

## MONTHLY REPORT SUMMARY FOR DECEMBER 2014

### A. CUSTOMER SERVICE

Total number of BZP Customers for December 2014 was 1,109 for an average of 61.6 per day, compared to a general monthly average of 60.9 per day, 1.1% higher than the monthly average. 11,966 customers have been assisted by staff in the past 12 months.

### B. BUILDING, ZONING & PLANNING DEPARTMENT REVENUE

Dec. 2014...\$286,679.53*	Dec. 2013...\$119,084.98	Dec. 2012...\$208,653.47
Dec. 2011...\$74,743.50	Dec. 2010...\$214,684.49	

**Summary:** Total Department Revenue for December 2014 was the highest of any December for the past five years, 58.6% higher than the five year average of \$180,769.19.

\*Includes \$108,372.37 in Building Permit fees for 350 Ocean Drive.

### BUILDING PERMIT REVENUE

Dec. 2014...\$274,462.45*	Dec. 2013...\$108,047.00	Dec. 2012...\$191,141.75
Dec. 2011...\$71,292.82	Dec. 2010...\$167,110.90	

**Summary:** Building Permit Revenue for December 2014 was the highest of any December for the past five years, 69.0% higher than the five year average of \$162,410.98.

\*Includes \$108,372.37 in Building Permit fees for 350 Ocean Drive.

### C. DEPARTMENT ACTIVITY

#### PERMIT & INSPECTION DATA

December 2014 Building Permits totaled 280, 15.1% lower than the 12-month average of 329.7. Inspections totaled 1,331, 17.5% higher than the 12-month average of 1,132.4. Demolition Permits totaled 6 in December 2014 compared to 1 in December 2013. 2 Tree Removal Permits were issued in December 2014. 68 Single Family Residences were in the construction process (permitted and not yet in receipt of a Certificate of Occupancy), and 3 Building Permits were issued for new Single Family Residential construction.

## **OPEN PERMIT AND LIEN SEARCHES, CONCURRENCY REVIEWS AND SPECIAL EVENT PERMITS**

December 2014 Open Permit and Lien Searches totaled 40, 13.8% lower than the 12-month average. Special Event Permits totaled 4, lower than the monthly average by 1.1 or 21.6%.

### **LOCAL BUSINESS TAX RECEIPTS**

December 2014...24 receipts issued  
December 2012...13 receipts issued  
December 2010...3 receipts issued

December 2013...18 receipts issued  
December 2011...61 receipts issued

**Summary:** Total Business Tax Receipts for December 2014 were the second highest of any December for the past five years, 0.8% higher than the five year average of 23.8

### **D. CODE ENFORCEMENT**

December 2014...20 complaints resolved  
December 2012...36 complaints resolved  
December 2010...6 complaints resolved

December 2013...20 complaints resolved  
December 2011...29 complaints resolved

**Summary:** Total Code Enforcement complaints resolved for December 2014 were tied with 2013 for the third highest of any December for the past five years, 10% lower than the five year average of 22.2. Special Master heard 0 cases in December 2014 as compared to 0 cases in December 2013.

### **E. OCEANFRONT LIGHTING & MARINE TURTLE CODE ENFORCEMENT**

There were no new cases or inspections related to sea turtle lighting in the month of December.



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DATE: January 20, 2015

TO: John C. Gilbert, Village Manager

FROM: Jud Kurlancheek, AICP, Director

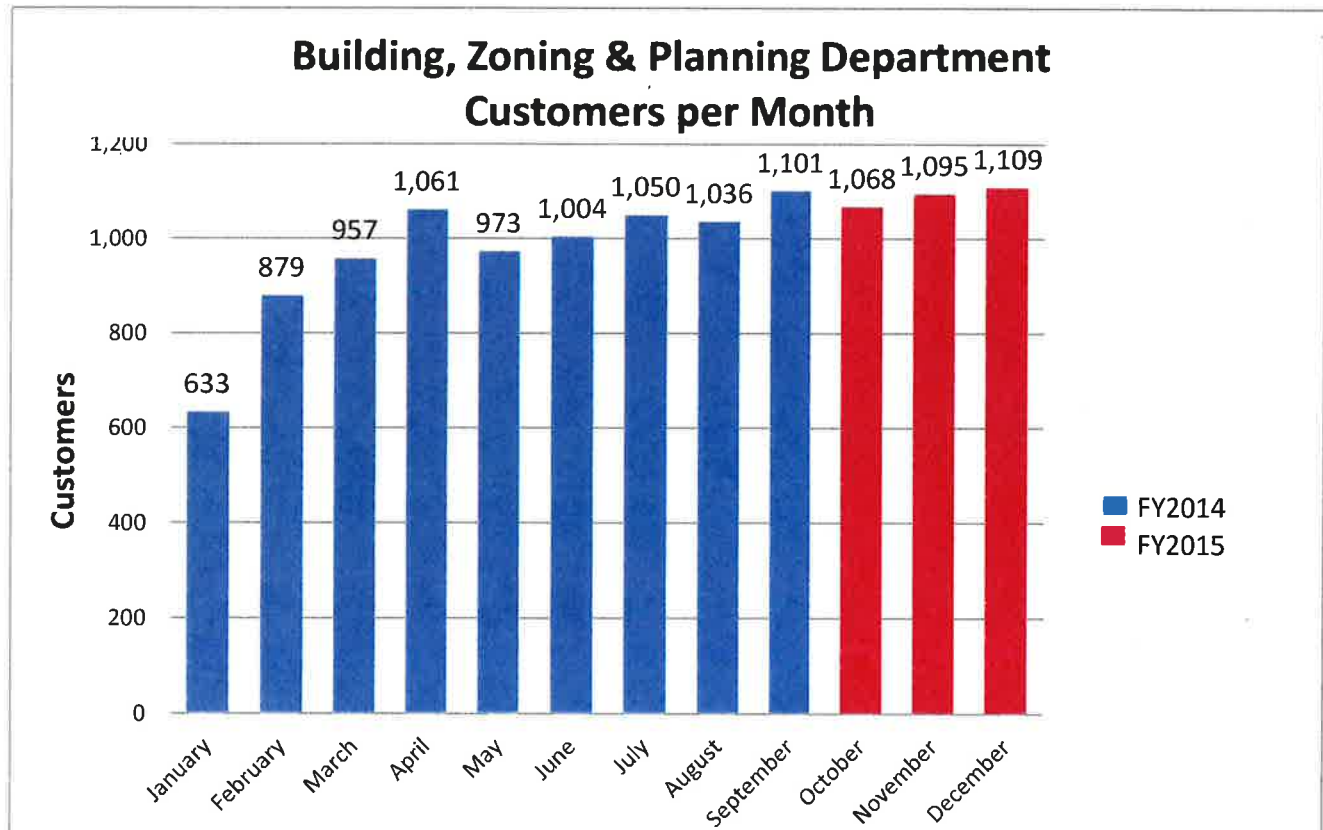
RE: Monthly Report - December 2014

*Director*  
Jud Kurlancheek, AICP

*Chief Building Official*  
Eugenio M. Santiago, P.E., CFM

### I. Building, Zoning, & Planning Department

#### A. CUSTOMER SERVICE



In December 2014, 1,109 customers visited the BZP Department for an average of 61.6 per day.

During the past 12 months, an average of 997.2 customers per month visited the Building, Zoning & Planning Department. The average customer count per day over the 12 month period has been 60.9. 11,966 customers have been assisted by staff in the past year.

## **B. BUILDING, ZONING & PLANNING DEPARTMENT REVENUE**

The December 1 - 31, 2014, Building Department revenue is reported below. The following figures reflect income deposited by the Department and may not reflect all income posted for the month, subject to final reconciliation by the Village of Key Biscayne Finance Department.

### **Building Division:**

\$ 272,128.75	Building Permit Fees (Includes \$108,372.37 in Building Permit fees for 350 Ocean Drive)
\$ 25.00	Certificates Of Completion & Occupancy
\$ 2,615.00	Lien Letters & Research Fees
<u>\$ 5,377.51</u>	Building Code Violation Fines
\$ 280,146.26	

### **Planning Division & Zoning Division:**

\$ 2,333.70	Zoning & Site Plan Review Fees
\$ -	Zoning Code Violation Fines
<u>\$ -</u>	Planning & Zoning Hearing Fees
\$ 2,333.70	

### **Local Business Tax Receipts & Certificates of Use:**

\$ 4,199.57	
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### **Property Maintenance Violations Fines:**

\$ -	
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<b>\$ 286,679.53</b>	<b>Total Department Fees Collected</b>
<u>\$ 2,597.61</u>	County Business Tax Receipt Fees Collected
\$ 289,277.14	Total Fees Collected

<b>FY15 Revenue</b>	<b>\$838,008.80</b>
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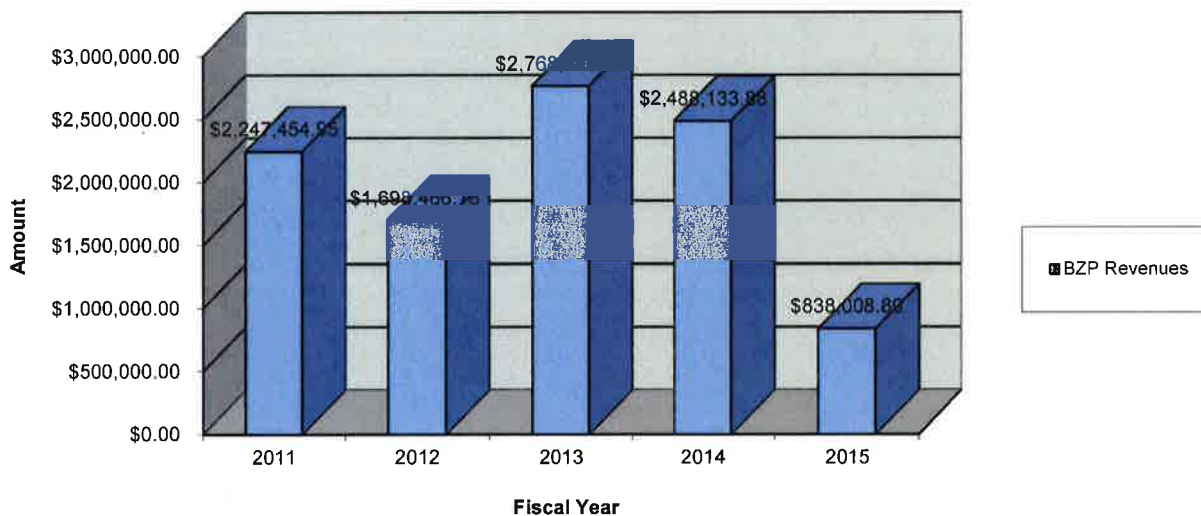
**C. BUILDING PERMIT RECAPITULATION (INCLUDING ZONING & SITE PLAN  
PROCESS FEES ASSOCIATED WITH BUILDING PERMITS)**

December 2014:	280	Building Permits Issued
	\$ 274,462.45	Total Building & Zoning Permit Fees
December 2013:	280	Building Permits Issued
	\$ 108,047.00	Total Building & Zoning Permit Fees
December 2012:	256	Building Permits Issued
	\$ 191,141.75	Total Building & Zoning Permit Fees
December 2011:	214	Building Permits Issued
	\$ 71,292.82	Total Building & Zoning Permit Fees
December 2010:	272	Building Permits Issued
	\$ 167,110.90	Total Building & Zoning Permit Fees

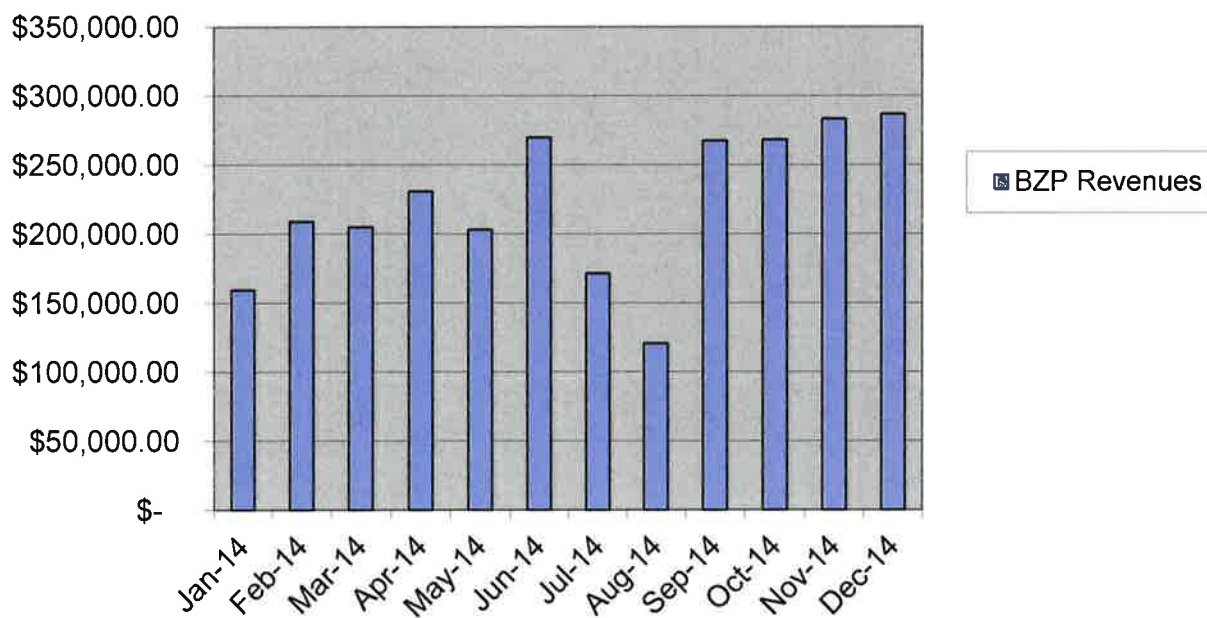
**Fiscal Year:**

2015 Year to Date:	969	Building Permits Issued
	\$ 749,488.73	Total Fees
2014 Year to Date:	879	Building Permits Issued
	\$ 456,602.62	Total Fees
2013 Year to Date:	927	Building Permits Issued
	\$ 590,918.39	Total Fees
2012 Year to Date:	742	Building Permits Issued
	\$ 298,086.42	Total Fees
2011 Year to Date:	959	Building Permits Issued
	\$ 377,500.13	Total Fees

**Building, Zoning, and Planning Revenues - Past Fiscal Years vs. Current FYTD**



**Monthly BZP Revenues**



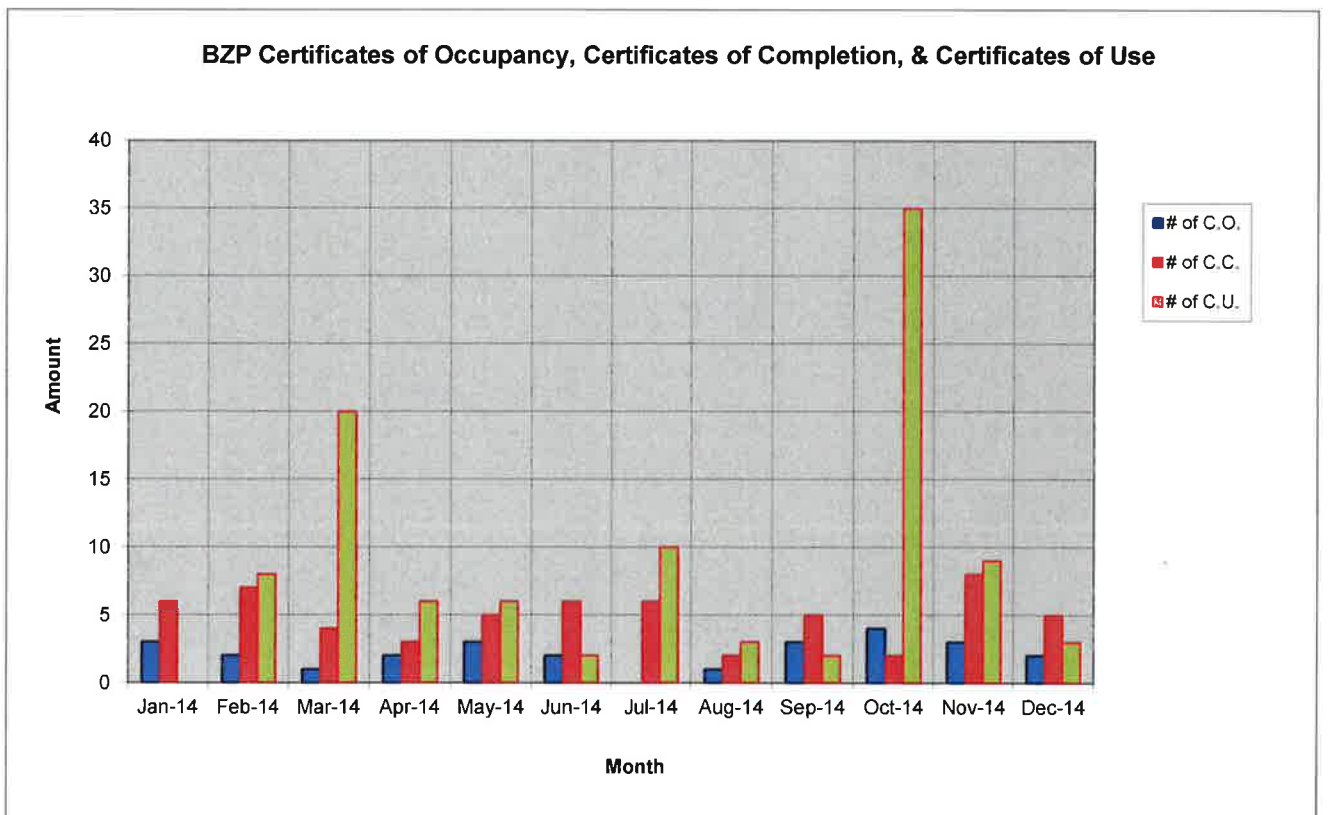
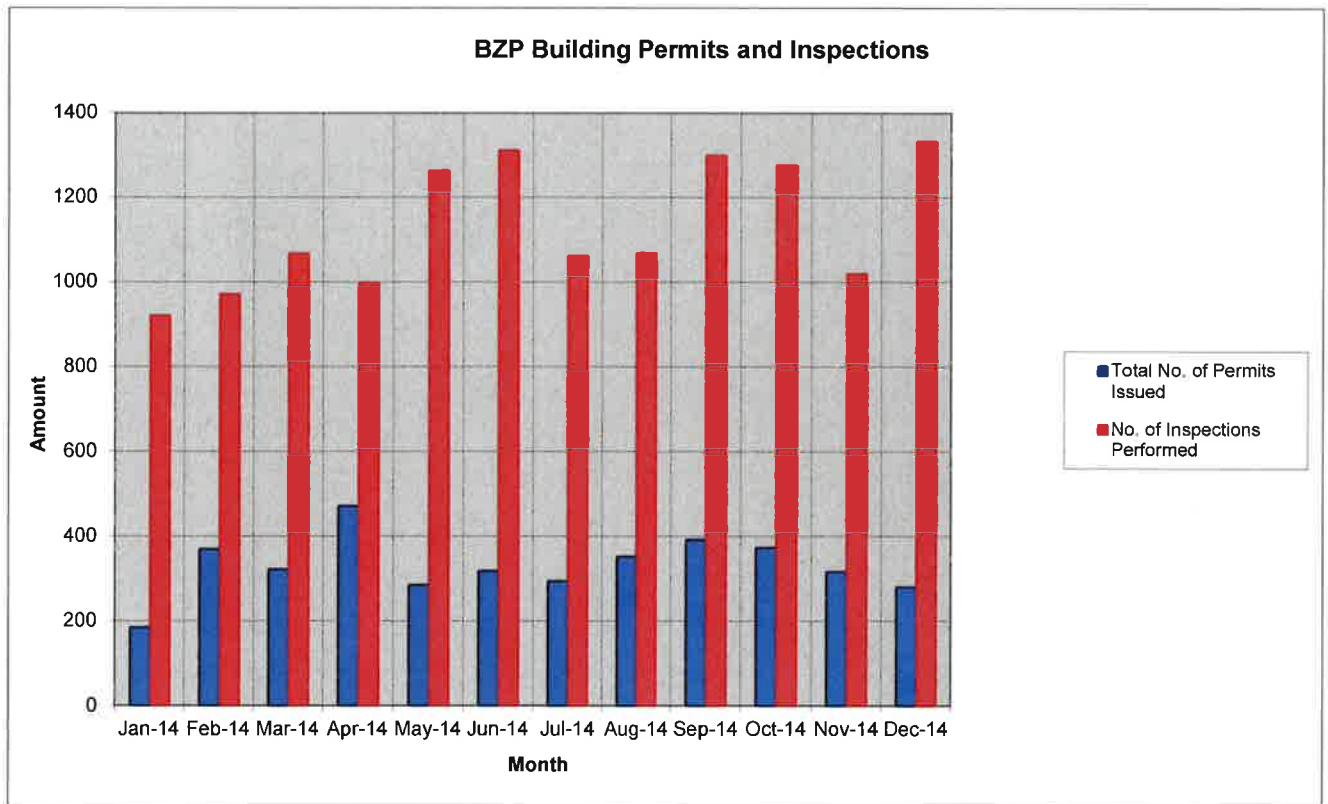
#### D. SUMMARY OF BUILDING DEPARTMENT ACTIVITY

61.6 Building, Zoning & Planning customers per day (1,109 customers, 18 days)  
280 Building Permits Issued (3 were issued for new Single Family Residential)  
68 New Single Family Residences -  
(Permitted but not yet having Certificates of Occupancy)  
6 Demolition Permits Issued (2 Single Family Residential, 4 Other)  
2 Tree Removal Permits Issued  
1,331 Inspections Performed  
2 Certificates of Occupancy Issued  
5 Certificates of Completion Issued  
3 Certificates of Use  
24 Business Tax Receipts (4 new, 20 re-newed, 27 closed)  
40 Research & Lien Letters  
4 Special Event Permits

#### Permit Data

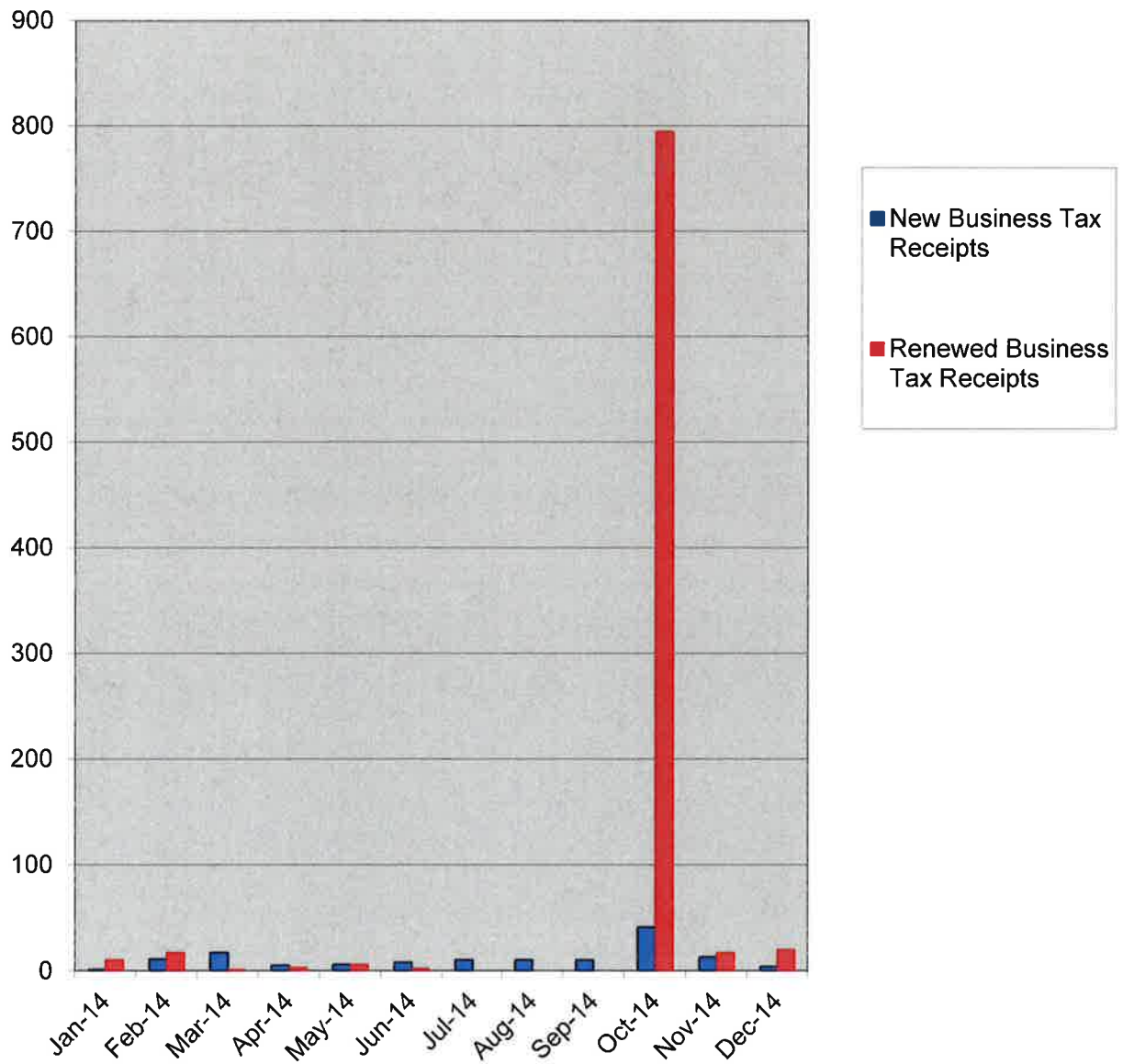
	Total Number	Number of	Number of	Number of	Number of	Number of
	of Permits	Inspections	C.O.'s Issued	C.C.'s Issued	C.U.'s Issued	Business Tax
	Issued	Performed				Receipts Issued
Jan-14	184	921	3	6	1	11
Feb-14	369	972	2	7	8	28
Mar-14	322	1,068	1	4	20	18
Apr-14	471	999	2	3	6	8
May-14	285	1,262	3	5	6	12
Jun-14	318	1,312	2	6	2	10
Jul-14	294	1,061	0	6	10	10
Aug-14	352	1,068	1	2	3	10
Sep-14	392	1,300	3	5	2	10
Oct-14	373	1,275	4	2	35	836
Nov-14	316	1,020	3	8	9	30
Dec-14	280	1,331	2	5	3	24
<b>Monthly Average</b>	<b>329.7</b>	<b>1,132.4</b>	<b>2.2</b>	<b>4.9</b>	<b>8.8</b>	<b>83.9</b>
<b>12 Month Total</b>	<b>3,956</b>	<b>13,589</b>	<b>26</b>	<b>59</b>	<b>105</b>	<b>1,007</b>
<b>FYTD</b>	<b>969</b>	<b>3,626</b>	<b>9</b>	<b>15</b>	<b>47</b>	<b>890</b>

C.O. = Certificate of Occupancy, C.C. = Certificate of Completion, C.U. = Certificate of Use





### Business Tax Receipts Issued

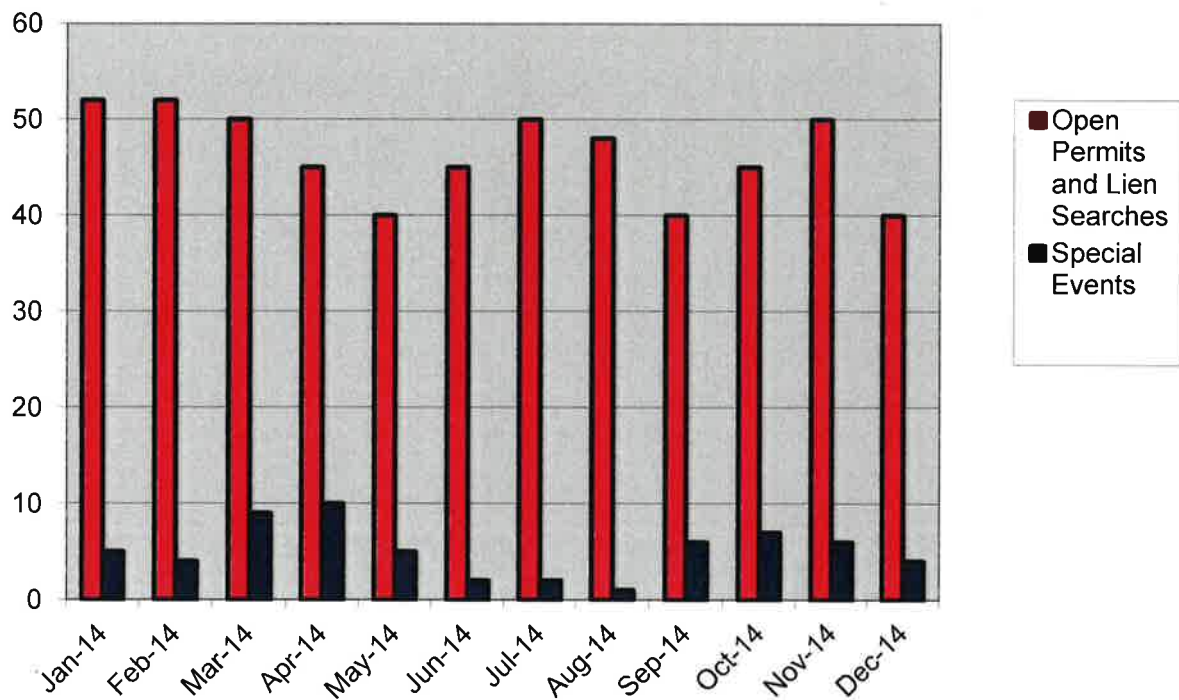


NOTE: October is the renewal month for Business Tax Receipts

### Open Permit and Lien Searches, Special Event Permits

	Number of Open Permit and Lien Searches	Number of Special Event Permits
Jan-14	52	5
Feb-14	52	4
Mar-14	50	9
Apr-14	45	10
May-14	40	5
Jun-14	45	2
Jul-14	50	2
Aug-14	48	1
Sep-14	40	6
Oct-14	45	7
Nov-14	50	6
Dec-15	40	4
<b>Monthly Average</b>	<b>46.4</b>	<b>5.1</b>
<b>12 Month Total</b>	<b>557</b>	<b>61</b>
<b>FYTD</b>	<b>135</b>	<b>17</b>

### Open Permits/Lien Searches and Special Event Permits



## **E. Code Enforcement Violations**

### **Total Code Enforcement Inspections Conducted**

**187**

The following is a summary of the events that followed:

- 25 Complaints Received
- 19 Open Cases
- 20 Closed Cases
- 41 Warning of Violation Notices Issued
- 3 Civil Violation Notices Issued
- 3 Stop Work Orders Issued
- 4 Notice to Appear Before the Special Master Issued
- 0 Cases Heard Before Special Masters Hearing

### **Business Tax Receipts (Occupational Liscences)**

**1046** Total Business Tax Receipts

The following is a summary of the activities that followed:

- 895 Business Tax Receipts Issued (4 New, 20 Re-newed, 27 closed)
- 109 Business Tax Receipts Outstanding
- 0 Civil Warning Notices Issued
- 0 Civil Violation Notices Issued
- 0 Notice to Appear Before the Special Master Issued
- 0 Cases Heard at Special Masters Hearing
- 2 Certificate of Use Inspections
- 3 Certificate of Use

Building, Zoning & Planning Monthly Report

January 20, 2015

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CODE ENFORCEMENT ACTIVITY

	Complaints	Open Cases	Closed Cases	Warning Violation Notices Issued	Civil Violation Notices Issued	Stop Work Orders Issued	Notice to Appear Before the Special Master Issued	Cases Heard Before Special Magistrate
Jan-14	51	21	15	20	1	1	0	0
Feb-14	65	25	20	27	3	3	0	0
Mar-14	84	27	33	35	1	1	6	0
Apr-14	68	24	31	40	3	3	6	6
May-14	49	43	24	65	3	3	4	5
Jun-14	27	35	27	30	2	1	0	0
Jul-14	35	31	22	41	1	1	6	0
Aug-14	31	22	15	45	1	1	4	6
Sep-14	40	35	20	50	2	0	0	4
Oct-14	18	23	20	45	3	3	1	0
Nov-14	15	25	22	40	2	2	0	0
Dec-14	25	19	20	41	3	3	4	0
<b>Monthly Average</b>	42.3	27.5	22.4	39.9	2.1	1.8	2.6	1.8
<b>12 Month Total</b>	508	330	269	479	25	22	31	21
<b>FYTD</b>	58	67	62	126	8	8	5	0

